

Statement of Deficiencies

5306-H: Complaint Procedure

Not Met

Findings/Corrections

5306.H. The Provider did not have a written posted policy to include the current telephone phone number and address of the Bureau and a statement advising parents of the licensing authority of the Bureau and that parents may call or write the Bureau should they have significant, unresolved licensing complaints. Bureau of Licensing, P.O. Box 3078, Baton Rouge, LA 70821 (225) 922-0015.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for staff: [2 staff members].

5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. Provider lacked documentation that staff, [1 staff member], received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

5312-C: Annual Review

Not Met

Findings/Corrections

5312.C. Provider lacked documentation that staff, [4 staff members], have annually reviewed the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.